



## Faculty - Tutor.com On-Demand Reports

In Tutor.com, you have access to On-Demand reports to review student usage of the tool. Each of these reports can be exported and saved with different formats most common are CSV (comma delimited), Acrobat (PDF) file, or Excel by choosing your output choice in the drop down and clicking Export at the top of the report.

Below are the explanations of each report taken right from Tutor.com

**Student Usage:** This report breaks usage down by student, showing the number of sessions and number of minutes each student used in various subjects. Data is returned for both the date range you specify and the lifetime of each student's account. You may run the report over any date range up to 180 days.

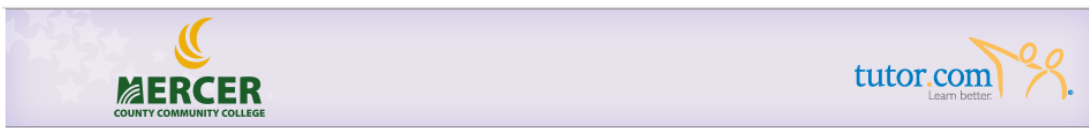
**Individual Student Sessions:** This report returns data on all Tutor.com sessions conducted within your selected date range, with separate columns for each session's start time, student and tutor participants, subject, and more. You may run the report over any date range up to 180 days.

**Topic Drilldown:** This report shows the specific topics and subtopics students requested help with in your selected subject. You may run the report over any date range up to 180 days.

To access these reports, from your Tutor.com portal, choose the tab **On-Demand Reports**.

### Student Usage:

For this report, you can choose to search by a date range (it will then show all student usage within this date range if used alone) or by a specific student by entering the data into appropriate boxes.



### Client Portal

My Dashboard **On-Demand Reports** Notification Settings

**Student Usage** Individual Student Sessions Topic Drilldown Admin Access

#### Student Usage Report

This report breaks usage down by student, showing the number of sessions and number of minutes each student used in various subjects. Data is returned for both the date range you specify and the lifetime of each student's account. You may run the report over any date range up to 180 days; if you need usage data over a longer date range, please contact your Client Services Manager at [clientsupport@tutor.com](mailto:clientsupport@tutor.com).

**IMPORTANT NOTE:** All reports generate data from midnight ET on your selected Start Date to midnight ET on your selected End Date. When selecting the Start Date and End Date parameters for your report, please select an End Date *after* the last day you wish to include in the resulting data set.

Please enter Student Usage Report parameters:

Start Date:	<input type="text"/>	End Date:	<input type="text"/>
Student Username:	<input type="text"/>	Student Email:	<input type="text"/>
Student First Name:	<input type="text"/>	Student Last Name:	<input type="text"/>
Location:	LTI <input type="button" value="v"/>	Center Name:	All <input type="button" value="v"/>
Course ID:	MercerOnline - Blackboard Information Session <input type="button" value="v"/>		

The data you receive from this report includes User ID, First Name, Last Name, Username, Access Point, Start Date, Subjects, Total Minutes Used, Total Sessions, Sessions this Period, Total Early Alerts, and Early Alerts this Period. Using this report to see student usage throughout different periods of your course can help you better plan assessments and promotion of this assistive service in your classroom.

First Name	Last Name	Email	Username	Access Point	Start Date	Subjects	Total Minutes Used	Minutes Used this period	Total Sessions	Sessions this period	Total Early Alerts	Early Alerts this period
				LTI	9/5/2018	ALL	200.33	200.33	5	5	0	0
						Drop Off Essay Review	200.33	200.33	5	5	0	0
				LTI	9/5/2018	ALL	104.10	104.10	2	2	1	1
						English - ENG 101	104.10	104.10	2	2	1	1
				LTI	9/4/2018	ALL	69.55	69.55	1	1	1	1
						English - ENG 101	69.55	69.55	1	1	1	1
				LTI	9/1/2018	ALL	286.99	286.99	8	8	3	3
						Drop Off Essay Review	77.59	77.59	2	2	0	0
						English - ENG 101	209.40	209.40	6	6	3	3

Student Usage Report

### Individual Student Sessions:

For this report, you can choose to search by a date range (it will then show all student usage within this date range if used alone) or by a specific student by entering the data into appropriate boxes. You may also add an Early Alert Filter to this report.



### Client Portal

My Dashboard | On-Demand Reports | Notification Settings

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Student Usage | **Individual Student Sessions** | Topic Drilldown | Admin Access

#### Individual Student Sessions Report

This report returns data on all Tutor.com sessions conducted within your selected date range, with separate columns for each session's start time, student and tutor participants, subject, and more. You may run the report over any date range up to 180 days; if you need usage data over a longer date range, please contact your Client Services Manager at [clientsupport@tutor.com](mailto:clientsupport@tutor.com).

**IMPORTANT NOTE:** All reports generate data from midnight ET on your selected Start Date to midnight ET on your selected End Date. When selecting the Start Date and End Date parameters for your report, please select an End Date *after* the last day you wish to include in the resulting data set.

Please enter Individual Student Sessions Report parameters:

Start Date:	<input type="text"/>	End Date:	<input type="text"/>	<b>Early Alert Filter:</b> <input type="checkbox"/> Prerequisite Knowledge <input type="checkbox"/> Content Mastery <input type="checkbox"/> Unusually Long Session <input type="checkbox"/> Frequent Subject Request
Student Username:	<input type="text"/>	Student Email:	<input type="text"/>	
Student First Name:	<input type="text"/>	Student Last Name:	<input type="text"/>	
Location:	LTI <input type="text"/>	Center Name:	All <input type="text"/>	
Course ID:	MercerOnline - Blackboard Information Session <input type="text"/>			

The data from this report you may find the Subject column, Length, Transcripts, and Early Alert columns useful to be able to further cater your material to the areas students continually struggle. Under the Session Transcript column, you can review any given students' session with their tutor. The Early Alerts can allow you to know which students to outreach personally to offer your assistance for areas they continually struggle with.

Individual Student Sessions Report

Student Email	Student Username	Tutor Display Name	Subject	Grade/Course ID	Center	Session Start Time	Length	Session Transcript	Early Alert: Unusually Long Session	Early Alert: Frequent Subject Request
			Drop Off Essay Review			09/05/2018 09:08 PM	50.02	<a href="#">Click Here</a>	FALSE	FALSE
			Drop Off Essay Review			09/06/2018 02:45 PM	29.08	<a href="#">Click Here</a>	FALSE	FALSE
			Drop Off Essay Review			09/06/2018 08:54 PM	49.88	<a href="#">Click Here</a>	FALSE	FALSE
			Drop Off Essay Review			09/07/2018 03:52 PM	21.33	<a href="#">Click Here</a>	FALSE	FALSE
			Drop Off Essay Review			09/21/2018 08:05 PM	50.02	<a href="#">Click Here</a>	FALSE	FALSE
			English - ENG 101			09/06/2018 03:22 PM	14.58	<a href="#">Click Here</a>	FALSE	FALSE
			English - ENG 101			09/06/2018 07:09 PM	89.52	<a href="#">Click Here</a>	TRUE	FALSE
			English - ENG 101			09/04/2018 03:27 PM	69.55	<a href="#">Click Here</a>	TRUE	FALSE
			English - ENG 101			09/05/2018 09:55 PM	42.40	<a href="#">Click Here</a>	FALSE	FALSE
			Drop Off Essay Review			09/05/2018 10:00 PM	50.02	<a href="#">Click Here</a>	FALSE	FALSE
			English - ENG 101			09/06/2018 03:57 PM	4.25	<a href="#">Click Here</a>	FALSE	FALSE
			English - ENG 101			09/06/2018 04:02 PM	6.88	<a href="#">Click Here</a>	FALSE	FALSE
			English - ENG 101			09/06/2018 08:35 PM	29.10	<a href="#">Click Here</a>	FALSE	TRUE
			English - ENG 101			09/07/2018 05:48 PM	43.05	<a href="#">Click Here</a>	FALSE	TRUE
			Drop Off Essay Review			09/07/2018 08:35 PM	27.57	<a href="#">Click Here</a>	FALSE	FALSE
			English - ENG 101			09/21/2018 06:18 PM	83.72	<a href="#">Click Here</a>	TRUE	FALSE

**Topic Drilldown:**

For this report, you can choose to search by a date range (it will then show all student usage within this date range if used alone) or by a specific student by entering the data into appropriate boxes. You may also add an Early Alert Filter to this report.



**Client Portal**

My Dashboard | On-Demand Reports | Notification Settings

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Student Usage | Individual Student Sessions | **Topic Drilldown** | Admin Access

**Topic Drilldown Report**

This report shows the specific topics and subtopics students requested help with in your selected subject. You may run the report over any date range up to 180 days; if you need usage data over a longer date range, please contact your Client Services Manager at [clientsupport@tutor.com](mailto:clientsupport@tutor.com).

**IMPORTANT NOTE:** All reports generate data from midnight ET on your selected Start Date to midnight ET on your selected End Date. When selecting the Start Date and End Date parameters for your report, please select an End Date *after* the last day you wish to include in the resulting data set.

Please enter Topic Drilldown Report parameters:

Start Date:

End Date:

Location: LTI

Center Name: All

Subject: ALL

Course ID: MercerOnline - Blackboard Information Session

**Early Alert Filter:**

Prerequisite Knowledge

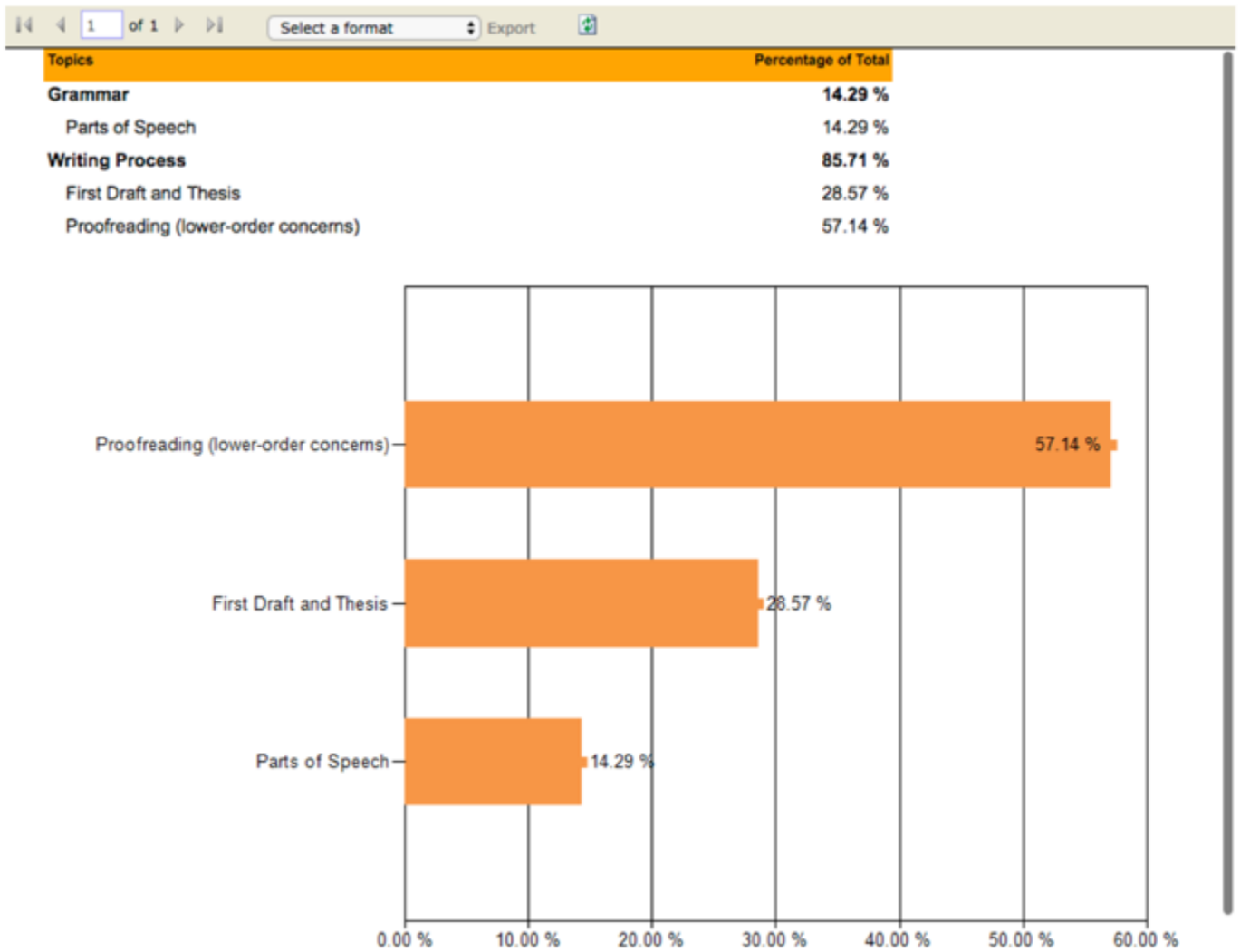
Content Mastery

Unusually Long Session

Frequent Subject Request

[View Report](#)

This report provides you with a breakdown of main topic usage as well as subtopic usage in percentages and a bar graph (i.e. Grammar as the main topic and Parts of Speech as the subtopic).



Any questions please don't hesitate to contact Tutor.com at [clientsupport@tutor.com](mailto:clientsupport@tutor.com) or MercerOnline at [merceronline@mccc.edu](mailto:merceronline@mccc.edu)

